

Role: Asst./Sr. Manager: Finance & Accounts
Position type: Contractual
CTC: 2.5-4.5 L per annum
Reporting to Head (Finance) /Director
Location: Kolkata

Company:

A well-established professional body having branches in 56 places pan India. It is run professionally, providing equal opportunity, having Head Office in Salt Lake.

Responsibilities

- Verify, allocate, post and reconcile accounts payable and receivables in the internal systems.
- Preparation of the Statutory Returns for the Institute: PF / ESI / TDS – Contractual & Professionals / P. Tax /GST (Input & Output)
- Monthly Payrolls Management for all employees & outsourced staff
- Produce error-free accounting reports and present their results to Management, whenever required.
- Analyze financial information and summarize financial status.
- Spot errors and suggest ways to improve efficiency and spending
- Review and recommend modifications to existing accounting systems and procedures
- Provide input into Budgeting & goal setting process.
- Preparation of Bank Reconciliation Statement on Weekly basis
- Daily/weekly voucher entry into the system (Bank / Cash / Journal) by Friday of every week for the entire week and regular reporting to Management with the Trial Balance.
- Preparation of Cash Flow Statements within 7th Day of the month & Budget / Actual Expenses Analysis
- Preparation of Financial Statements for Management information as required from time to time including incorporation of branches' accounts and
- Finalization of Accounts (Consolidated) by 30th June, every year
- Prepare financial statements and prepare/produce per annum financial budget according to schedule
- Assist with tax audits and tax returns
- Direct internal and external audits to ensure compliance
- Plan, assign and review staff's work in the same department.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Review tax calculations, estimates and reports, accruals and purpose partnering with country, regional and corporate finance, tax, legal business and operations terms Manage tax compliance, reporting, and filing works. ROC, GSTR 9, IT Return including form 9A
- Act as the key point of contact and support for our local and regional taxation matters.
- Liaise with tax authorities and provide tax audit support for the Institute
- Review current and deferred tax provision
- To provide a leadership role in all aspects of the Institute's financial operations.
- Facilitate management to streamline transactions and accounting processes between HO & branches.
- Ensure adequate controls are in place, i.e. policies, procedures & recommend to seniors accordingly.
- Review of legal contracts / Liaise with legal representation on Institute's pending issues/settlements, if any.
- Ensure Medical & General insurance coverage is in place, thereby minimizing risks
- Look for opportunities to invest available surplus fund in bank account at higher interest rates in comparison with existing / other banks and schemes.

Requirements

- Proven experience post qualification of 5 -20 years as Accountant/ Chief Accountant/Financial Controller.
- Thorough knowledge of basic accounting procedures
- In-depth understanding of Generally Accepted Accounting Principles (GAAP)
- Awareness of business trends
- Familiarity with financial accounting statements
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with various accounting software packages/ERP/Tally/FoxPro advanced versions
- Advanced MS Excel skills
- Accuracy and attention to detail
- Aptitude for numbers and quantitative skills
- Graduation degree in Accounting, Finance or relevant
- Relevant certification will be preferred

Incumbents may send their updated CVs' to atashi.sahaiiom@gmail.com and secretarygeneral.iim@gmail.com, for consideration. They may also touch base with Mr. Mayukh Basu, Head Finance or Ms. Atashi Saha, DGM at 033-2367-5004/9768 , for any related clarifications.

Please mention in your subject that you got reference of the job opening from IIM website.